LA CONSERVATION CORPS

**Administrative Office-Compliance Department**

# Sponsor Agreement Request Form

***Submit to Compliance Officer or Quality Assurance and Compliance coordinator via interoffice mail or email***

## SPONSOR CONTACT INFORMATION

**Sponsor's Name:** Ellen Endo
*(Legal Name Only)*

**Contact Person:** Ellen Endo

**Address:** 106 ½ Judge John Aiso
Suite 132

**City:** Los Angeles **State:** CA **Zip Code:** 90015

**Phone:** **818-512-8791** **Facsimile:**

**Email:** ellenendo@yahoo.com

## PROJECT DESCRIPTION

**Project Name:** Little Tokyo BID

**Project Location:** Little Tokyo BID

**Project Number Requested*:** ☒ **Yes** ☐ **No**

*(Project numbers are automatically assigned for projects over $10,000 and/or have reporting requirements. If a project is under $10,000 and there are no reporting requirements, a project number will not be assigned, unless "yes" is indicated above)*

**Original Source of Funding: Private**

**If original source is federal indicate CFDA Number:**

## TERM OF AGREEMENT

**Effective/Start Date of Agreement:** July 1, 2020 **End Date of Agreement:** June 30, 2021

## SCOPE OF WORK

*Corps' Services/Deliverable: Provide a detailed list of services to be performed and/or deliverables to be delivered by the Corps, including the location, if applicable. If different components of the Services or any specific Deliverable require different start or completion dates, list such services or deliverables separately.*

| Service/Deliverable | Start Date (If Applicable) | Completion Date (If Applicable) |
|---|---|---|
| LACC shall sweep side walks and remove trash can liners within the entire district four days a month | July 1, 2020 | June 30, 2021 |
| LACC shall provide pressure washing services at an additionally rate if the services are necessary | July 1, 2020 | June 30, 2021 |

| | | |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

*Tools, equipment, and/or materials to be provided, if applicable:*

| Description of Item | Quantity | Responsible Party (Indicate Corps/Sponsor) |
|---|---|---|
| Vehicle, Dust pans, brooms and trash bags | As needed | LACC |
| Pressure washing machine additionally rate includes pressure washer | 1 | LACC |
| | | |

**SERVICE FEE**

**Select One:**

- **Flat Fee Amount:** $
- **Rate Amount:** $ 3,120.32 Per Month With a not to exceed amount of: $ 37, 443.88

**Payment Terms:** ☒ Within 30 days of invoice

**Other Special Instruction (Optional):** **Additionally, $550.00 per day for pressure wash service if necessary**

**Additional Duties and Obligations of Sponsor:**

**Additional Duties and Obligations of Corps:**

**CORPS PROJECT MANAGER**

**Name:** Lorena Umana
**Title:** Program Coordinator
**Phone:** 323-830-5771 **Email:** lochoa@lacorps.org

**Requested By:** Robert Skillman
**Title:** Sr. Director **Date:** June 9 2020

6-9-2020

**SIGNATURE OF APPROVING DIRECTOR (REQUIRED)** **DATE**

**SIGNATURE OF CHIEF EXECUTIVE OFFICER (REQUIRED)** **DATE**

**FOR COMPLIANCE DEPARTMENT USE ONLY**

| | |
|---|---|
| Date Received: | |
| Request Complete:<br>If no, specify reason: | ☐ Yes ☐ No |
| Date Request Withdrawn<br>*(if applicable)* | |